

# Regular Meeting

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|----------------------|---------------------|
| <b>Agenda Item #</b> | 7                   |
| <b>Meeting Date</b>  | September 27, 2004  |
| <b>Prepared By</b>   | Barbara B. Matthews |
| <b>Approved By</b>   | Barbara B. Matthews |

|                              |  |
|------------------------------|--|
| <b>Discussion Item</b>       | First Reading Ordinance – Contract with Charron Construction Consulting Services   |
| <b>Background</b>            | <p>In July 2003, the City entered into a contract with Charron Construction Consulting, Inc. for construction project management and consulting services related to the Community Center project. This contract was for a period of 18 months and expires December 31, 2004. It was for a not-to-exceed amount of \$43,000.</p> <p>In accordance with the City’s procurement policy, the City Manager can administratively authorize a contract in the amount of 25 percent above the base contract price. The former City Manager previously authorized such an extension, and all authorized funds will soon be expended. The City’s procurement policy does not provide for any additional administrative contract extensions.</p> <p>Because the City still requires construction project management and consulting services for the Community Center project, a Request for Proposal was issued for these services. The City received proposals from the following firms: SMCI; the Project Management Group, Inc.; Millenium Contractors &amp; Consultants, LLC; Charron Consultants, Inc.; and The Temple Group, Inc.</p> <p>The cost of service proposed by Charron Consultants, Inc. is competitive with or less than the other firms that submitted proposals. Because of their existing knowledge of the Community Center project, staff recommends that the City enter into a contract with Charron Consultants, Inc. in an amount not-to-exceed \$48,965.</p> |
| <b>Policy</b>                | Under the provisions of Section 9A-6 (a) of the City Code, the Council must approve by ordinance any expenditure of \$10,000 or more.  |
| <b>Fiscal Impact</b>         | \$48,965 – To be charged to Community Center Fund  |
| <b>Attachments</b>           | Draft Ordinance  |
| <b>Recommendation</b>        | Staff recommends that the Council adopt the attached ordinance, approving a contract with Charron Construction Consulting Services, Inc.   |
| <b>Special Consideration</b> |  |

Introduced by:

First Reading:  
Second Reading:

**ORDINANCE # 2004-**  
**Authorization for Contract Award for Construction Consultant**

**WHEREAS,** In July 2003, the City entered into a contract with Charron Construction Consulting, Inc. for construction project management and consulting services related to the Community Center project; AND

**WHEREAS,** The contract was for a period of 18 months, expiring December 31, 2004, for a not-to-exceed amount of \$43,000; AND

**WHEREAS,** In accordance with the City's procurement policy, the previous City Manager administratively authorized an extension in the amount of 25 percent above the base contract price; AND

**WHEREAS,** The City's procurement policy does not provide for any additional administrative contract extensions; AND

**WHEREAS,** The City still requires construction project management and consulting services for the Community Center project; AND

**WHEREAS,** A request for proposals was issued for these services, to assist the City Manager and the Project Manager by implementing the following tasks:

1. Serve as one of the members of the Construction Management and Construction Legal Teams;
2. Provide advice to the City's Construction Project Manager and/or City Manager;
3. Review all plans for constructability and value;
4. Evaluate the contractor construction schedule;
5. Assist in monitoring the status of the project budget;
6. Participate in all meetings related to the construction project, when deemed necessary;
7. Review monthly application of payments, change orders and all of the documents issued for payment or design modifications by the Construction Design Team or General Contractor;
8. Verify substantial completion of the various elements of the construction project; and
9. Carry out any other task deemed necessary by the City; AND

**WHEREAS,** The City received proposals from SMCI; the Project Management Group, Inc.; Millenium Contractors & Consultants, LLC; Charron Construction Consultants, Inc.; and The Temple Group, Inc.; AND

**WHEREAS,** The cost of service proposed by Charron Construction Consultants, Inc. is competitive with or less than the other firms that submitted proposals; AND

**WHEREAS,** Staff recommends that the City enter into a contract with Charron Construction Consultants, Inc. because of their existing knowledge of the Community Center Project.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND, THAT** the City Manager is authorized to enter into a contract with Charron Construction Consulting, Inc. for an estimated amount of \$48,965.00 to be charged to the Community Center Budget.

Adopted this \_\_\_\_ day of September 2004

AYE:

NAY:

ABSTAIN:

ABSENT: